



## **TOWN OF EMMITSBURG**

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; [info@emmitsburgmd.gov](mailto:info@emmitsburgmd.gov)

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# **REQUEST FOR PROPOSAL**

## **RE: EMMITSBURG TOWN SQUARE HISTORICAL INTERPRETIVE PANEL DESIGN**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting bids from qualified individuals or companies for the design / update of two (2) - four (4) feet long by three (3) feet wide Town Square historical interpretive panels.

The Town of Emmitsburg must receive proposals by 4:00 pm on Friday, October 12, 2018. Proposals will be accepted via email or mail.

Please direct any questions to Zachary Gulden, Town Planner, at 301-600-6309 or at [zgulden@emmitsburgmd.gov](mailto:zgulden@emmitsburgmd.gov).

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### **I. INTRODUCTION**

The Town of Emmitsburg is seeking proposals for the design / update of two (2) - four (4) feet long by three (3) feet wide Town Square historical interpretive panels in Emmitsburg, Maryland. The existing panels are located in a visitor kiosk in the Town Square. The first panel shall outline and briefly describe the Town Square through its history (see below picture #1 of existing panel). The second panel shall be updated (see picture #2 of existing panel). One street name is mislabeled and three of the businesses shown on the panel #2 are no longer in existence. Town staff will be able to provide the designer with some pictures and known facts. The designer may need to conduct additional research and take photos. All interpretive signage must adhere to NPS or Civil War Trails standards for design.

### **II. SCOPE OF WORK**

All bids must meet and/or exceed the requirements contained herein. The proposed bid should include the design of two (2) - four (4) feet long by three (3) feet wide Town Square historical interpretive panels for a kiosk in the Town Square of Emmitsburg, Maryland. Printing of the panels is *not* needed. Please see the below pictures of the existing panels. All interpretive signage must adhere to NPS or Civil War Trails standards for design.

**Photo of existing panel #1:**



**Photo of existing panel # 2:**

## **SUBMITTAL REQUIREMENTS**

### **A.) Letter of Transmittal:** The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.
5. Statement which indicates “proposal and cost schedule shall be valid and binding for one year following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

### **B.) Detailed Cost Statement**

The cost statement should include the total project cost, cost of supplies, cost of labor, etc. It should be clear what factors make up the total project cost.

### **C.) References**

Provide client references and pictures for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

## **III. PROPOSED TIMELINE**

Monday September 27, 2018

**Friday October 12, 2018**

Wednesday October 17, 2018

Late 2018 / Early 2019

RFP available on the Town of Emmitsburg’s website

**DEADLINE: Bids due by 4:00 p.m.**

Announcements of winning bidder made by 4:00 p.m.

Winning bidder can begin work.

## **IV. MISCELLANEOUS INFORMATION**

**A.)** The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.

**B.)** The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

**C.)** The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.

**D.)** Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.

**E.)** The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.